

**CALIFORNIA COMMISSION ON DISABILITY ACCESS  
CHECKLIST COMMITTEE  
MEETING MINUTES**

**December 16, 2014**

**1. CALL TO ORDER**

Chair Steve Dolim welcomed everyone and called the meeting of the Checklist Committee of the California Commission on Disability Access (CCDA or Commission) to order at 10:08 a.m. at the Department of Rehabilitation, 721 Capitol Mall, Room 601, 6<sup>th</sup> Floor, Sacramento, California 95814.

Chair Dolim reviewed the meeting protocols.

**ROLL CALL**

*Committee Members Present:*

Mike Brinkman  
Stoyan Bumbalov  
Ida Clair  
Kurt Cooknick (Teleconference)  
Gary Layman  
Mia Marvelli  
Sue Moe  
Ewa O'Neal (Teleconference)

*Committee Members Absent:*

Dennis Corelis

*Commissioners Present:*

Steve Dolim, Chair  
Michael Paravagna

*Staff Present:*

Stephan Castellanos, Executive Director  
Angela Jemmott, Program Analyst

*Also Present:*

No members of the public were present.

Chair Dolim called the roll and confirmed the presence of a quorum.

**2. APPROVAL OF MEETING MINUTES (SEPTEMBER 30, 2014) – ACTION**

**MOTION:** Commissioner Paravagna moved to approve the September 30, 2014, California Commission on Disability Access Checklist Committee

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Meeting Minutes as presented. Committee Member Marvelli seconded.  
Motion carried unanimously.

**3. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA**

There were no questions or comments from the public.

**4. LAST MEETING ACTION GOALS**

**a. Update on Filling Out the "Bones" for the 4-Page Accessibility Checklist for Building Inspectors**

**(1) Group One – meeting date 11-13-14 – summary**

Committee Member Marvelli summarized the accessibility inspection checklist, the rough grade, and the site sections that were assigned to Group One. She noted that rough grade and foundation site inspections have been separated.

**(2) Group Two – meeting date 11-20-14 – summary**

Committee Member Layman summarized the form, foundation, and four way sections that were assigned to Group Two.

**(3) Group Three – meeting date 11-18-14 – summary**

Committee Member Moe summarized the first half of the final inspection section that was assigned to Group Three.

**(4) Group Four – meeting date 11-19-14 – summary**

Committee Member Clair summarized the last half of the final inspection section that was assigned to Group Four.

**Action Items:**

- No action items

**5. DISCUSS AND ORGANIZE CONTENT FROM EACH OF THE FOUR GROUPS**

**a. Grading**

**b. Framing**

**c. Final Inspection (Exterior Routes and Parking)**

**d. Final Inspection (Doors, Counters, Seating, Tables, Electrical, Elevator, Reach, Restroom, Misc.)**

Committee Member Layman stated creating the checklist as a Word document will enable counties to customize it to their needs.

Commissioner Paravagna stated concern that changes made to checklist will be attributed to the Commission. He suggested sending it out as a PDF and counties could add information as a supplement.

Committee Member Cooknick agreed that the checklist should be fixed and static.

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Staff Member Jemmott suggested that the Education and Outreach Committee could manage the feedback results from the checklist to monitor its success.

**Action Items:**

- No action items

**6. MELDING OF CONTENT FROM ABOVE ITEM**

Chair Dolim summarized that the checklist will be four pages in 10 pitch with no check boxes. He asked the groups to work via email to edit their sections and report back to the Checklist Committee on the 6<sup>th</sup> of January. He asked Groups One and Two to keep their information to 3/4 of a page each, and Groups Three and Four to keep their information to 1-1/4 pages each.

**Action Items:**

- Groups to edit their sections via email to present back to the Committee on January 6<sup>th</sup>.

**7. PRESENTATION TO CCDA**

Chair Dolim stated the checklist will be presented to the full Commission in January.

**Action Items:**

- No action items

**8. FUTURE AGENDA ITEMS**

Chair Dolim asked Committee Members to email future agenda items for staff.

**Action Items:**

- No action items

**9. ADJOURN**

There being no further business, the meeting was adjourned at 12:00 p.m.